

CITY OF IONIA
Downtown Development Authority
January 17, 2007
Meeting Minutes

CALL TO ORDER Chairman Chuck Van Loan called the City of Ionia Downtown Development Authority meeting to order at 8:00 AM.

ROLL CALL Roll Call revealed the following DDA members present: Batista, Cook, Fast, Hoppough, Kirgis, Magee, Millard, Miller and Van Loan.

Also present was City Manager Jason Eppler, Finance Director Robin Marhofer, DDA Director Sara Jezewski, Mark Jennings, Gale Yeomans, Jan Powell and Marilyn Webster.

PUBLIC COMMENTS There were no public comments.

CONSENT AGENDA It was moved by Member Cook, seconded by Member Fast to approve the consent agenda containing the following items:

- The minutes from the DDA meeting of December 20, 2006.
- The accounts payable for the DDA for December 2006 in the amount of \$130,322.90.
- The accounts payable for the Ionia Theatre for December 2006 in the amount of \$19,320.28.

MOTION CARRIED.

DDA DIRECTOR REPORT DDA Director Sara Jezewski reviewed her written report with the Board and shared the following information:

- Façade improvement grant applications are due by 5:00 p.m. on Friday, February 2. The review committee (comprised of Members Batista, Cook, Kirgis, and Millard) will meet and present their recommendations at the February DDA meeting.
- Ionia County's proposal was selected for the Creating Entrepreneurial Communities pilot program. The next step will be a training session for the team members, assignment of team mentors, and the implementation of

the proposal, which will promote entrepreneurship county-wide.

- A grant application was submitted to the Ionia County Community Foundation for interpretive signage for the Main Street public art display. A decision is anticipated at the end of February.
- Plans are underway for the 2007 Farmers' Market.
- The February/March newsletter will be sent out shortly.
- A new business, Manciu's Main Street Salon, will be opening at 320 W. Main St.

ACTION ITEMS

Downtown Building Histories Project Update: Marilyn Webster provided an overview of her historical research she completed for the 200 block of Main Street south, as well as a compilation of photos and information.

Ionia Community Library Presentation: Gale Yeomans and Jan Powell of the Ionia Community Library Board of Trustees presented information about the proposal for a new library facility. After the initial bond failed in 2005, the scope of the project has been reduced 30 percent, with a 50 percent decrease in taxpayer cost. At one story, the new facility would be accessible and provide adequate room for reading and research. The proposed location of the building is on the south side of West Adams Street, between the Public Safety and Community Health buildings. The election will take place on May 8, 2007.

Theatre Renovation Project: City Manager Eppler reported that plans are moving ahead. A pre-bid meeting will be held on Monday, January 15. Bids will be opened on Tuesday, January 23 at 2:00 p.m. at City Hall, and reviewed by Council at their February meeting. There is a decrease in the size of the mechanical balcony, but the project otherwise remains the same. The renovations are not anticipated to disrupt theatre operations. No interruption is expected for the south entrance construction, and the bid specifications included minimal operational disruptions. A set of plans was provided for the DDA Board to review.

Fifth Third Bank Building: City Manager Eppler reported that the DDA closed on the property, and the utilities have been disconnected. Chad Listerman has volunteered to demolish the building; the only cost to the DDA will be the

disposal of materials and any necessary topsoil, etc. The DDA asked that this project move forward.

Downtown Sign Request – 320 W. Main St.: Director Jezewski reported that an application for an awning sign was received for Manciu's Main Street Salon at 320 W. Main St. It was moved by Member Hoppough, seconded by Member Magee to approve the sign application for 320 W. Main St. Member Cook abstained, as his son-in-law owns the building. MOTION CARRIED

Appointments to Ionia Theatre Board: It was moved by Member Magee, seconded by Member Batista, to approve the reappointment of Mike Gallagher, Wayne Kenyon, and Dave Hess to 3-year terms to the Ionia Theatre Board. MOTION CARRIED.

Stub Street – West Adams Street: City Manager Eppler reported on the construction of a stub street, to be located south off of West Adams Street to the railroad tracks between Sears and Family Dollar. The project would be a DDA expense. He reviewed a proposal from FTCH for providing the design engineering work associated with the project at a cost not to exceed \$8,800. It was moved by member Cook, seconded by member Kirgis, to accept the proposal from FTCH for providing design engineering services at costs not to exceed \$8,800. MOTION CARRIED.

Cool Cities Neighborhood Meeting: Director Jezewski reported that the Cool Cities Neighborhood Meeting will be held on Thursday, January 18 at 4:00 p.m. at the Ionia Theatre. State staff will discuss various initiatives, and be available to answer individual questions; plans for the theatre renovations will also be available for review. It was the consensus of the Board to provide popcorn at the meeting, so it will be free of charge to those in attendance.

Committee Proposal: Director Jezewski provided an overview of the two proposed DDA committees: Events and Marketing and Development. Community members will be invited to join, and at least one DDA Board Member will serve on each committee. The committees will provide reports for each DDA Board meeting. A charter of projects will be drafted for each committee. It was moved by Member Magee, seconded by Member

Kirgis to approve the establishment of the Events and Marketing Committee and the Development Committee of the DDA. MOTION CARRIED.

Fireworks: Director Jezewski reported that, due to the Ionia Farm Power Gas and Steam Show, and the H.O.G. Rendezvous, Sunday, July 1 was the recommended date for the annual fireworks. The cost of the event would be \$12,000, with sponsorships being deducted from that amount. The event was identified as an opportunity to promote businesses and events in the DDA district. It was moved by Member Cook, seconded by Member Kirgis, to approve \$12,000, with sponsorships then being deducted from that amount, for the fireworks display on Sunday, July 1, 2007. MOTION CARRIED

Marketing: Director Jezewski provided information regarding the Terrific Towns listing on the Michigan Back Roads website. The site includes profiles of 35 towns throughout the state, and promotes them as day-trip destinations. Cost is \$450 per year, with the site administrator providing all maintenance and updates. It was moved by Member Cook, seconded by Member Millard, to approve \$450 to include Ionia on the Terrific Towns site. MOTION CARRIED.

ADJOURN

Chairman Van Loan adjourned the meeting at 8:50 AM.

Respectfully Submitted,

Cathy Hoppough, Secretary